



City of Rochester Hills  
AGENDA SUMMARY  
NON-FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

---

Legislative File No: 2021-0097

**TO:** Mayor and City Council Members  
**FROM:** Chelsea Ditz, Human Resources Director  
**DATE:** April 12, 2021  
**SUBJECT:** Appointment of City Clerk

---

**REQUEST:**

The selection of a new City Clerk by a majority of Council in accordance with the City Charter, Section 8.7, Appointment of Administrative Offices, with the effective date of appointment to be determined.

**BACKGROUND:**

Following Clerk Tina Barton's notice of resignation received Thursday, March 4, 2021 and effective Friday, March 19, 2021, a requisition to fill her position was authorized by City Council President Ryan Deel. Mayor Bryan Barnett appointed Deputy Clerk Leanne Scott to serve as Interim Clerk effective Monday, March 22, 2021, until such time as the City Council makes a permanent Clerk appointment.

The position was posted as an internal posting on Monday, March 8, 2021 with a final closing date of Monday, March 15, 2021. A total of one (1) internal application was received by the posted closing date of Monday, March 15, 2021.

A Search Committee was appointed by Council President Deel, and included Council members Dale Hetrick and David Walker, and Council Vice President Dr. Susan Bowyer, Mayor Bryan Barnett and Scott Cope, Building Director. As Human Resources Director, I facilitated the selection process. All committee discussions were held in compliance with the Open Meetings Act.

The internal candidate was scheduled for an interview by the Search Committee on Thursday, March 25, 2021. Following the candidate's exit from the interview, and in compliance with the Open Meetings Act, the Search Committee unanimously agreed to refer the singular candidate, Leanne Scott, to the City Council for appointment at the April 12, 2021 meeting.

**RECOMMENDATION:**

It is recommended that City Council appoint the finalist referred by the Search Committee to the position of City Clerk.

---

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney     Yes     N/A